

Student Guide

Establishing an Insider Threat Program for Your Organization

Lesson 6: Training Employees on the Insider Threat

Introduction

Objectives

Your program is required to provide insider threat training to insider threat program personnel and the cleared employees of your organization. In this lesson, you will review the requirements for training both insider threat program personnel and cleared employees in your organization.

Training

Insider Threat Program Personnel

The Minimum Standards require individuals assigned to the insider threat program to be fully trained in the following areas:

- Counterintelligence and security fundamentals
- Agency procedures for conducting insider threat response actions
- Applicable laws and regulations on gathering, integrating, retaining, safeguarding, and using records and data
- Applicable civil liberties and privacy laws, regulations, and policies
- Applicable investigative referral requirements

Cleared Employees

In addition to the training requirement for insider threat program personnel, the Minimum Standards also require your organization's cleared employees to complete insider threat awareness and reporting training. Individuals must complete training within 30 days of hire or assignment and complete annual refresher training thereafter.

As with insider threat personnel training, cleared employee training must cover certain topics that include:

- Current and potential threats in the work and personal environments
- The importance of detection and reporting to proper authorities
- Methods used by adversaries to recruit insiders and/or collect information
- Behavioral indicators and reporting procedures
- Counterintelligence and security reporting requirements

Obstacles

Despite the great emphasis training places on the importance of the threat, recognizing indicators, and reporting procedures, employees may have reservations about reporting a coworker. How, then, do you overcome this obstacle?

One successful strategy is to keep the focus on the welfare of the individuals involved. Odd or suspicious behaviors are often associated with life crises, such as work stress, financial pressure, divorce, and death. By reporting a coworker displaying odd or suspicious behaviors, that person may get help to resolve a life crisis.

Alternatively, reporting may prevent a crime that could have far reaching consequences for the employees of an organization and the citizens of the United States. If employees understand that reporting may help an individual and prevent them from taking harmful actions they might later regret, they may be more inclined to report what they observe.

Review Activity

It's now time to put together the training for the cleared employees of your organization.

Select the topics that are required to be included in the training for cleared employees.

- ☐ Behavioral indicators and reporting procedures
- ☐ Methods used by adversaries to recruit insiders
- ☐ Risk management for the insider threat
- ☐ Current and potential threats in the work and personal environment

Answer Key

Review Activity

It's now time to put together the training for the cleared employees of your organization.

Select the topics that are required to be included in the training for cleared employees.

- ☒ Behavioral indicators and reporting procedures
- ☒ Methods used by adversaries to recruit insiders
- ☐ Risk management for the insider threat
- ☒ Current and potential threats in the work and personal environment

The Minimum Standards require, among other topics, that behavioral indicators and reporting procedures, methods used by adversaries to recruit insiders, and current and potential threats in the work and personal environment be included in cleared employee training.